

NOTICE INVITING REQUESTS FOR QUALIFICATIONS:

CALL FOR ARTISTS, LANDSCAPE ARCHITECTS AND PLACEMAKING EXPERTS: PUBLIC ART OPPORTUNITY AT THE FUTURE FIRE STATION 1 IN BURNSVILLE

April 16, 2020

The City of Burnsville is seeking artists, landscape architects, and/or placemaking experts (further referred to as the “consultant”) to propose public art projects that will be integrated into the design of the planned “Fire Station 1” which is being constructed at 14275 Newton Avenue in Burnsville, Minnesota 55337.

Qualified candidates are required to submit one (1) electronic copy of the material described in the **RFQ Content** section.

Please remit Proposals to:

Jamie Scheffer
Economic Development Coordinator
City of Burnsville
100 Civic Center Parkway
Burnsville, MN 55337
jamie.scheffer@burnsvillemn.gov

RFQ's must be received no later than 4:30 p.m. on May 21st, 2020.

The RFQ's will be reviewed, and those consultants whose qualifications most appropriately meet the City's needs will be invited to interview on June 9th and June 16th (potential secondary interviews), 2020. These dates are tentative and subject to change. The interviews are anticipated to be held virtually via zoom at this time. Additionally, the City will have a live zoom meeting on April 23rd, 2020 at 9:30 am, where those considering submission of an RFQ can ask questions. The City will post instructions prior to the event, and a FAQ document after the event to the bid posting on our website. Thank you for your interest.

Sincerely,

Jamie Scheffer
Economic Development Coordinator
City of Burnsville



**CITY OF BURNSVILLE, MINNESOTA
REQUEST FOR QUALIFICATIONS
TO CREATE PUBLIC ART AT FIRE STATION 1**



Preliminary exterior drawings of new Fire Station 1 submitted to Planning Commission

**City of Burnsville
100 Civic Center Parkway
Burnsville, MN 55337
www.burnsvillemn.gov**

April 16th, 2020

I. INTRODUCTION

A. Community and Organizational Overview

The City of Burnsville, with a population of 61,300, is approximately 27 square miles and over 98 percent developed. The City is home to over 2,500 businesses including major regional employers such as United Technologies Corporation, Independent School District #191, Fairview Ridges, Northern Tool and Pepsi Co. Burnsville is a regional hub for medical services located at the Ridges Campus; for retail located at and surrounding the Burnsville Center; and for recreation at Buck Hill ski area. The City is also home to numerous and diverse neighborhoods and housing. The Heart of the City is a 20-year-old, “New Urbanism” project with a mix of residential, entertainment/arts, and retail land uses in a compact neighborhood. Burnsville has a diverse housing stock with approximately 8,500 apartment units. The majority of Burnsville’s housing stock (rental and owner occupied) is considered affordable.

The City provides a full array of municipal services and general administrative functions. The City is governed by a five-member City Council which includes four members and a mayor that are all elected at large. Burnsville is a Statutory Plan B city and operates under the Carver Governance model whereby the City Council focus is on policies and outcomes. The City Manager is the chief administrative officer and is accountable to the City Council for the administration of all affairs and day-to-day operation of the City. The City Manager oversees the Council agenda process and provides policy recommendations to the Mayor and Council. The City Manager implements Council direction and outcomes through six City department heads.

The lead departments that will be collaborating in ensuring a successful outcome of this project are Community Development, the Fire Department and the Parks/Recreation and Facilities Department. The City values collaboration, excellence, and innovation and this project is expected to be reflective of those values.

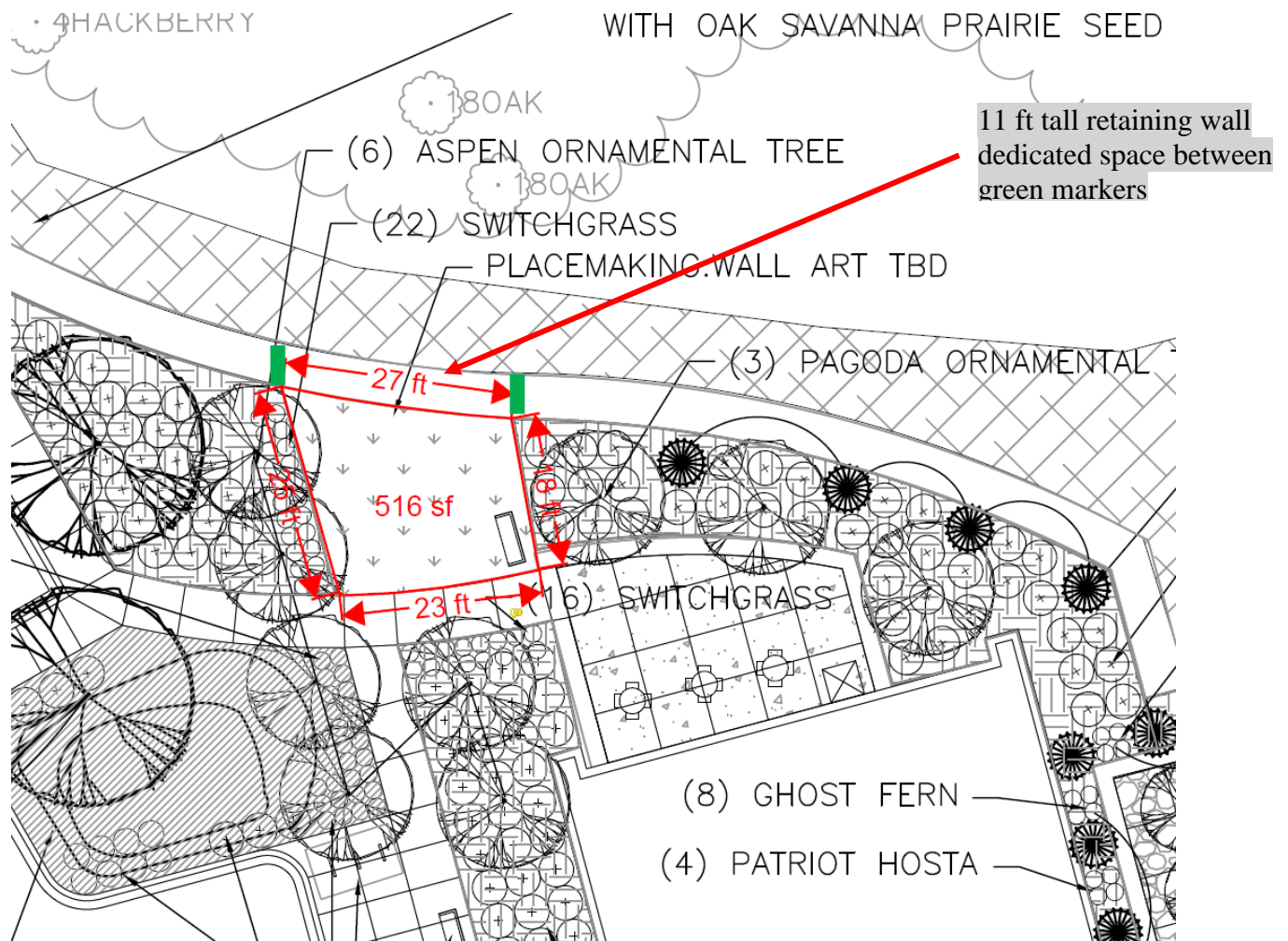
B. Construction Timeline and Site Plan Information Overview

Fire Station 1 is being relocated and a new facility constructed. It will house both Fire Safety and Emergency Medical Services (EMS) staff, vehicles and equipment. The City wishes to capitalize on this new construction opportunity by initiating a public art placemaking project, which is a priority of the Council. The interior of the building will have a public event space that will be available for rent for private parties and meetings. The windows in this event space face the placemaking area directly, with a door to a patio with tables and chairs. Additionally, the City will host open houses and give tours. Building construction is scheduled to break ground in the fall of 2020 (between September and November). The project has a 13-month construction timeline with completion anticipated November of 2021. The Placemaking project will coincide with the construction timeline.

A grassy space and a portion of a retaining wall in the rear yard has been dedicated to this project. The space will not be highly visible for drive-by traffic, rather, the space will be seen and accessible directly from the public event space and the parking lot- providing opportunity for up close interaction. The estimated measurements of the two components are as follows:

1. 516 sq. ft. of grassy area (estimate)
2. 27' X 11' section of retaining wall- concrete slab
 - a. The concrete slab will be constructed off site with installation at the end of the construction project. Consultants will have an opportunity to design elements into the slab prior to it being poured (ex. colored concrete, piping for interactive water features, etc.).





The City believes that a public safety theme makes sense for the site and encourages consultants to incorporate commitment to that theme in their proposals. Another desire is to incorporate interactive water features (fire safety related). The City is open to proposals that include public art on the retaining wall and/or in the grassy area. In the final design phase (see timeline below) it is expected for there to be a full plan for the entire grassy area and retaining wall including landscaping, seating, and public art.

II. Estimated Project Timeline

1. City releases Request for Qualifications (RFQ).....April 16th, 2020
2. Zoom Q&A Session (9:30 am).....April 23rd, 2020
3. RFQs due to City of BurnsvilleMay 21st, 2020
4. Review of RFQ is completed.....June 4th, 2020
5. Notification to consultants of interview schedule.....June 5th, 2020
6. Tentative Interviews.....June 9th, 2020
7. Tentative follow-up interviews.....June 16th 2020
8. Decision Made.....June 23rd, 2020
9. Contract negotiation completed.....July 10th, 2020
10. Contract consideration by City Council.....July 21st, 2020
11. New contract begins.....July 22nd, 2020
12. Planning/Community Engagement.....July 22nd- Sept. 2020
13. Design Phase.....Oct. 2020- Nov. 2020
14. Concepts presented to Council for decision w/ budget.....December 1st 2020
15. Work offsite with slab.....Dec. 2020- May 2021
16. Onsite work with yard and slab installation.....June 2021- Sept. 2021
17. Project Completion.....October 2021
18. Fire Station 1 Grand Opening.....November 2021

III. Scope of Work

The product to be delivered is to consist of a stakeholder engagement plan, a design phase, and an implementation/construction phase resulting in public art at Fire Station 1. The components of the Fire Station 1 Placemaking Project are as follows:

A. Stakeholder Engagement Plan

1. The City is open to proposals that provide the consultants best process for engagement. This process is anticipated to include working with City Staff to engage the City Council, Fire/EMS, and relevant community stakeholders as part of the process.
2. An engagement plan should be identified that includes input from the general public. The selected consultant will lead the interaction and participation of stakeholders and the public which is critical for the successful development and implementation of the plan to be created.
3. The plan must include engagement prior to the design phase in order to help shape the design and may also include engagement during the construction/implementation phase of the project.

B. Design

1. The City is open to proposals that provide the consultants best process for design. Prior to the December 1st City Council meeting, the City expects to receive one or two options with visual representation of the project idea. At the time of this proposal the City is expecting a general outline of the public art plan, with the understanding that final plans based on community engagement will be presented to City Council in December (including landscaping at that time). The City's preference is that the design have a Fire/EMS/Public Service theme and have interactives components, specifically something such water features in the slab wall or grassy area, however, it is not required.

C. Implementation/Construction of Public Art

1. The City is open to proposals that provide the consultants best process for public art and/or landscaping construction/implementation. What is your vision for the project? What are the tools, processes and partners that will help you achieve the vision in the construction phase? How will the community be engaged in this phase, if at all?

D. Proposal Overview

1. **Timeline-** Provide a proposed schedule from project initiation to final completion. The schedule should include a listing of key tasks within each phase, key milestones and approximate dates, and deliverables. Provide a statement of how the workload of this project would be accommodated and what priority it would be given including capability to maintain reasonable response times.
2. **Budget-** The proposal should include a complete budget with the chargeable hourly rate for services or personnel not included in the scope. If multiple consultants are collaborating on the RFQ submittal, please identify the specific segment of the scope for each assigned consultant and the associated pricing. Identify pricing for the following scopes: Stakeholder Engagement Plan , Design and Construction*.

Provide a fee schedule for incidental/disbursement services and any other costs the city will be charged. Include a sample bill and information on the consultants billing process. The City requires electronic detailed monthly billing statements which shall include dates or service, professional and support staff hours identified, description of services, charge for each service, and department or project code to assign the expense to, if applicable.

**The construction/implementation scope budget will be finalized at the December 1st, 2020 City Council meeting (tentative), however, please include a rough estimate of costs in your budget.*

3. **City Staff engagement-** the proposal should include expectations for city staff involvement on the various components including the number and type of on-site visits.

ADDITIONAL SCOPE OF WORK INFORMATION:

The consultant will work closely with City staff in developing the plan and managing collaborative efforts.

The City/EDA shall not be liable for any expenses incurred by the applicant in connection with this solicitation including but not limited to expenses associated with the preparation of the statement, attendance at interviews, preparation of compensation fees schedule or final contract negotiations.

IV. PROPOSAL INSTRUCTIONS

A. Proposal Submission

One electronic copy of the proposal shall be submitted to:

Economic Development Coordinator Jamie Scheffer at the following e-mail:
jamie.scheffer@burnsvillemn.gov

All responses, questions and correspondence should be directed to Jamie Scheffer via e-mail or at (952) 895-4454. In the interest of fairness to all respondents, do not contact other staff or elected or appointed officials.

***NOTE: ALL PROPOSALS MUST BE RECEIVED BY MAY 15TH, 2020
AT JAMIE.SCHEFFER@BURNSVILLEMN.GOV NO LATER THAN 4:30 P.M.***

V. PROPOSAL CONTENT

During the evaluation process, the City of Burnsville shall reserve the right to request additional information or clarifications from a consultant, or to allow corrections of errors and/or omissions.

The following material is required to be received by May 15TH, 2020 AT 4:30 PM for a proposing consultant to be considered:

A. Transmittal Letter

A signed letter of transmittal briefly stating the consultant's understanding of the work to be performed, the commitment to perform the work within proposed time periods, a statement why the consultant believes that it is best qualified to perform the services and a statement that the proposal is a consultant and irrevocable offer.

B. Project Proposal

Provide specific approaches, methods, and assumptions that will be utilized to accomplish each work product item in Section III. Each item listed in the Scope of Work (Items A-D) should have a response. The proposal for technical qualifications (items 1 thru 9 below) shall be limited to six pages except resumes, references, and supplemental information.

C. Personnel Qualifications- Resumes

For each member of the professional staff proposed to be assigned to this engagement, please provide the following information:

1. Names and proposed roles of individual team members.
2. Education and experience biographies of all team members addressing the qualifications and considerations of the RFQ.
3. Include information about pertinent prior experience.

D. References

1. Include a list of municipal clients where related services were provided by the professional staff proposed along with the name and telephone number of a person who may be contacted at that municipality.
2. Include a list of previous or current services provided to the City of Burnsville.
3. Include a list of private clients for whom work has been or is being performed within the City of Burnsville, the type of project, the specific activities performed, and the name of a person who may be contacted at the private client.

E. Supplemental Information to be submitted if selected:

1. Provide a copy of Malpractice/Liability Insurance Certificate in a minimum amount of \$2,000,000.
2. Provide recent audit or financial report of the consultant.

VI. REVIEW

A. Qualification Based Review and Selection

Based upon review of the submitted proposals a selected number of consultants will be asked to interview with City staff. The City staff will recommend to the City Council a consultant that is proposed to be retained. The City of Burnsville intends to select and award an agreement to the consultant or consultants evaluated to be best qualified to perform the work based on extent and quality of consultant's resources, cost, communication and presentation skills, compatibility, and quality and extent of experience. Other performance factors may also be considered.

The City reserves the right to reject any and all proposals or to request additional information from any and all applicants.

B. Selection Criteria

The City anticipates that the successful individual/team will include experienced individuals in a variety the following disciplines: civic art, placemaking, creative placemaking, community outreach and engagement, mural art, landscaping, architecture. Proposals will be independently evaluated by the Selection Committee. The following criteria will be used in order to ascertain which proposal best meets the needs of the City:

1. Stakeholder Engagement Plan (up to 20 points)

- a. How do they plan to facilitate, encourage and implement public participation?
Which scopes will have community engagement aspects?
- b. Descriptions of the various web-based techniques and social media networks that will be utilized in the outreach effort.
- c. How much time will be budgeted for interaction with community stakeholders?

2. Design (up to 20 points)

- a. Description of approach to design public art including utilizing feedback received through the engagement process
- b. Is there a commitment to pursue a Fire/EMS/Public Service theme?
- c. Is there a commitment to include interactive components?

3. Construction Plan (up to 20 points)

- a. Description of approach to construction of public art on concrete slab wall
- b. Description of approach to landscaping and/or public art components in grassy area

4. General Proposal Submittal (up to 20 points)

- a. Timeline- What will be the proposed consultant's project schedule and the staffing plan that will facilitate completion of the plan in a timely manner?
- b. Budget- Demonstration of successful previous budget performance and experience in meeting project budgets; Description of approach to budgeting; Presentation of firm's best offer; firm "not to exceed"

5. Related Experience (up to 20 points)

- a. What is the depth and variety of experience in placemaking/public art/landscaping design?
- b. What are the qualifications of staff to be assigned?
- c. What will be the assigned role each staff member?
- d. What are the technical and professional skills of each team member?

VII. AFFIRMATIVE ACTION

The City of Burnsville requires affirmative action and, therefore, the consultant selected shall not discriminate under the contract against any person in accordance with federal, state and local regulations. *The City of Burnsville does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual preference, disability or any other basis protected by law in the admission or access to, or treatment or employment in, its programs, activities, or services.*

VIII. CONTRACT TERMS AND CONDITIONS

Upon selection of a Consultant(s), an Agreement or Contract of Services shall be entered into by the City and the Consultant(s). It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis with the following conditions:

- A.** Deletion of specific components, such as individual project meetings, will be at the discretion of the City. Payment or reimbursement shall be made based on actual hours worked on the various tasks required for the project.
- B.** The City shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided hard copy and digital documents throughout the project, the consultant shall supply the City of Burnsville with fully electronic files upon project completion.

IV. Negotiations and Contract Execution

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and a consultant(s) be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another

consultant or reject all of the statements of proposal. Upon completion of negotiations agreeable to the City and consultant (s), a contract shall be executed.

A. Contract Ethics

1. No elected official or employee of the City of Burnsville who exercises any responsibilities in the review, approval, or implementation of the proposal shall participate in any decision which affects his/her direct or indirect financial interests.
2. It is a breach of ethical standards for any person to offer, give, or agree to give any City employee or Council person, or for any City employee or Council person to solicit, demand, accept, or agree to accept from another person or consultant, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
3. The consultant(s) shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
4. The consultant(s) shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City of Burnsville.
5. The City requires affirmative action and, therefore, the consultant selected shall not discriminate under the contract against any person in accordance with federal, state and local regulations.